**King County, Washington**
**Emergency Management Plan**
**Emergency Support Function (ESF) 2**
**Communications**

Primary Agency:     King County Department of Information Technology


Support Agencies:     King County Elections, Information Technology
King County Prosecuting Attorney's Office, Information Technology
King County Superior Courts, Information Technology
King County District Courts, Information Technology
King County Department of Judicial Administration, Information
Technology
King County Sheriff's Office, Information Technology
King County Assessor's Office, Information Technology
King County Department of Public Defense, Information Technology
King County Fire Districts and Municipal Fire Departments
King County Sheriff's Office and Municipal Police Departments
King County Aircraft Rescue and Fire Fighting Unit
Seattle and King County Public Health
Regional Hospitals
Regional Schools
Cellular and Telephone Companies
National Weather Service
Radio Amateurs for Civil Emergency Services/Amateur Radio Emergency
Services
Public Safety Answering Points (E 9-1-1 Dispatch Centers)
Regional Broadcasters
Local Cities, towns and Tribal Nations
Valley Communications
NORCOM

I.   Introduction
  A.  Purpose

The purpose of Emergency Support Function 2 (ESF 2) Communications is to describe the framework for mitigation, prevention, preparedness, response, and recovery from disasters which may impact the communications infrastructure. This ESF describes the organizations involved in coordination efforts to support the response efforts, facilitate the delivery of information technology to emergency management decision makers, and assist in the stabilization and reestablishment of systems and applications. It includes a description of the organizational structure of the emergency coordination center with its ESF and King County Information Technology.

In addition to King County Information Technology being the primary deliverer of communication services described under this ESF, the community also contributes to ESF 2.

B.  Scope

This ESF describes the role of King County Information Technology as the response agency for coordination within the Regional Communications and Emergency Coordination Center (RCECC), and regional support through the use of the Regional Coordination Framework (RCF) specific to voice and data communications for public and private entities. Providing assistance to stabilize and reestablish critical infrastructure quickly and efficiently, coordinating requests for additional support, identifying and integrating resources and capabilities, and coordinating information flow.

In the event of a disaster ESF 2 has a dual focus to support the Comprehensive Emergency Management Plan and the King County Continuity of Operations Plan for response and recovery coordination.

II.     Policies

King County Information Technology uses the National Incident Management System (NIMS) and the Incident Command System (ICS). This ESF applies Federal Emergency Management Agency (FEMA) planning and program guidance provided under CPG-101, the National Response Framework and the National Recovery Framework, as well those directives described in federal, state, and local codes. Changes to King County Code 2.56 direct King County government to provide a regional emergency management program.

Communication systems and support of these systems are diversified throughout the region. There is no one single authority. Each Support Agency could have their own contracts, agreements, support staff, processes and procedures in the event of a disaster. The ESF 2 Communications Coordinator within the RCECC will collaboratively work with each Support Agency.

King County Information Technology has established coordinators which may staff the ESF 2 position in the Regional Communication and Emergency Coordination Center (RCECC) when it has been staffed to level 2 or greater.

III.    Situation Overview

Historically, this ESF was restricted to the capability and capacity of King County government alone. Ordinance 17075 amended King County Code 2.56 to broaden the obligations of King County government to extend its involvement in emergency considerations in regional King County and coordinate more closely with our regional public and private sector partners.

King County is subject to many natural hazards which have the potential to disrupt normal life by impacting utilities, transportation, public services, schools, emergency services, and numerous other local systems.  When there are widespread impacts that may continue for extended periods of time, the King County RCECC may require staffing levels appropriate to the emergency impacts.

A. Hazard Analysis Summary

See the King County CEMP Basic Plan, Section II.D.1 for the detailed Hazard Analysis Summary. The hazards addressed in the basic plan and in the Hazard Identification and Vulnerability Analysis includes: Severe Weather, Flooding, Drought, Tsunami and Seiches, Earthquake, Dam Failure, Structural and Wildland Fire, Avalanche, Landslide, Hazardous Materials Release, Terrorism, Cyber Terrorism, Civil Disorder, and Transportation.

Hazards are considered for their probability of occurrence and their likely impact to the regional community. High Probability events are those that are likely to occur at least annually, moderate probability events are those likely to occur at least once every 10 years but not annually, while low probability events are likely to occur less frequently than every ten years. High impact events are those that are likely to require outside assistance for response and/or recovery of the community, moderate impact events are those that may present response and/or recovery challenges, stress regional resources, and may require outside assistance for complete recovery of the community. Low impact events are those that may cause some inconvenience to the community but can be managed without assistance beyond the immediate area.

B. Planning Assumptions

- The use of this ESF will occur when operational communication needs have been exceeded, there are competing requests for communication service resources, local/county proclamations of emergency have been established, communications coordinators have staffed the RCECC/ESF 2 desk, and the incident response will continue for multiple operational periods.
- All King County departments have responsibility for supporting all phases (mitigation, prevention, preparedness, response, recovery) of emergency management to the best of their abilities. This is reflected by their assigned roles to each ESF as Primary Coordinator or Support Agency(s) during an emergency or disaster.
- The King County OEM Duty Officer or the RCECC may have a role in an incident involving communication resources when regional and state mobilization occurs.
- In the event of an emergency or disaster, significant outside help and support is not expected for at least 72 hours. Communications equipment, personnel, and procedures must be able to support emergency needs until additional assistance is available.
- Each department will initiate, King County Department of Emergency Management and the King County Executive will coordinate the Continuity of Operations Plan (COOP), if required.
- Disruption and damage to the telecommunications infrastructure will likely occur in the event of a natural emergency or disaster. The type and degree of damage will determine the effectiveness and efficiency of the response and recovery efforts.
- Disaster situations could overwhelm the private sector infrastructure.
- Emergency information dissemination will occur as soon as possible by whatever means available.
- Communication systems and support of these systems are diversified throughout the region. There is no one single authority. Each Support Agency could have their own contracts, agreements, support staff, processes and procedures in the event of a disaster.
- Information sharing and situational awareness will improve as communications systems are restored.

- The high risk population will require a variety of warning systems (e.g. siren, EAS, King County alerts RPIN, door-to-door) that can address the population's diverse communications needs (e.g. auditory impairment, visual impairment, limited English proficiency).

C. Capability Assessment

Emergencies or disasters may require direct coordination with agencies within King County, the RCECC, and other regional emergency management centers. Telephone landline and cellular systems cannot solely be relied upon for such contacts. Radio or other systems will be established and maintained for emergency use.

In addition to public safety communications coordinated through LESA, the RCECC will establish direct radio communications with contracted cities and towns, essential services such as the American Red Cross, hospitals/medical services, and public health for response coordination and the sharing of information.

Alternate communications systems such as Amateur Radio Emergency Services (ARES) and other registered non-public safety communications groups such as Explorer Search and Rescue (ESAR) units, Civil Air Patrol (CAP), and Military Affiliated Radio System (MARS) will be used in a manner consistent with the RCECC communications plan.

- Telecommunications
  - **Landline Communications**
    The voice-grade telephone service that is based on analog signal transmission. Otherwise known as a Plain Old Telephone Service (POTS)
    - **Government Emergency Telecommunications Services (GETS)**
      - GETS enhances call completion for select wireline (landline) users when abnormal call volumes exist. Assigned on a case-by-case basis, for King County staff who support emergency preparedness and response activities.
  - **Cellphone Communications**
    - Modern mobile phones also support a wide variety of other services such as text messaging, MMS, email, Internet access, short-range wireless communications (infrared, Bluetooth), business applications, and photography. Mobile phones that offer these and more general computing capabilities.
    - **Wireless Priority Service (WPS)**
      - WPS provides personnel priority access and prioritized processing in all nationwide and several regional cellular networks, greatly increasing the probability of call completion. WPS is intended to be used in an emergency or crisis situation when cellular networks are congested and the probability of completing a normal cellular call is reduced.

- **Notification**
    - **Regional Public Information Network** - The Regional Public Information Network is a resource for news alerts from more than 75 government, transportation, utility, health and emergency response agencies serving citizens in King, Pierce and Snohomish counties. RPIN keeps the public informed about street and highway closures, weather, major transit disruptions, and provides updates on what agencies are doing to respond to emergencies and incidents. The public also can sign up to receive e-mail alerts and pager headlines from RPIN partners and get helpful tips to prepare for emergencies.

    - **King County Flood Warning System** - To warn residents and agencies of impending floodwaters on major rivers so they can take action and prepare themselves before serious flooding occurs. In most locations, the warning system provides at least 2 hours lead time before floodwaters reach damaging levels.

    - **King County Road Alert** - King County Road Alert is a service for travelers on unincorporated roads in King County. Subscribers receive emails and/or text messages notifying them of a significant road closure or hazard has impacted travel.

    - **The Emergency Email Network** - Citizens living or working in King County will be able to get emergency warning information from the King County Office of Emergency Management sent directly to them via their computers, pagers and cell phones.

    - **Emergency Alert System -** The EAS is a national alert and warning system established to enable the President of the United States to address the American public during emergencies.  Broadcast capabilities are radio and television stations, cable television, satellite radio and television services and wireline video service providers across all states and the territories of Puerto Rico, the U.S. Virgin Islands and American Samoa.

    - **AlertSense (MyStateUSA)** - AlertSense (ENS) Government provides a CAP conformant, interoperable, first responder communication system with public warning, internal notification and geo-targeted notification. Using a web-based FISMA certified, secure private cloud infrastructure, AlertSense system enables any federal agency, state, county, city or department to immediately disseminate information to all levels of emergency response personnel, employees and concerned citizens.

- Radio Communications
    - **800 MHz Radio Communications**
    The Seattle/King County Regional 800 MHz Trunked Radio System is comprised of interconnected sub regional analog trunked radio simulcast cells and intellirepeaters owned by the City of Seattle, Valley Communications Center, the East Side Public Safety Communications Agency and King County. The system supports approximately 14,000 radio users throughout King County, including police, fire,

EMS, general government services, school districts and utilities, with the ability of radio users to communicate with their counterparts even while "roaming" outside their home area by connecting to other sub regional simulcast cells and intellirepeaters participating in the regional system.

- The following Talk groups will be monitored on a 24-hour basis by the Communications Center indicated. Radios that are outside the coverage of their normal Talk groups could switch to one of these Talk groups to request emergency assistance. Talk groups not listed in this table are not required to be monitored on a regional basis. Sub regional or Communications Center policies will dictate whether additional Talk groups are monitored.

  - MARS - Monitored by King County. To be used by law enforcement radio users who are outside the coverage of their normal Talk groups or for communication with VHF/UHF MARS radio users.

  - MAZONE-1 Monitored by the Bellevue NORCOM Dispatch Center. To be used by fire agency radio users who are outside the coverage of their normal Talk groups and inside the Zone 1 area. Also used for MA in the Zone 1 area.

  - MAZONE-3 Monitored by Valley Com. To be used by fire agency radio users who are outside the coverage of their normal Talk groups and inside the Zone 3 area. Also used for MA in the Zone 3 area.

  - MAZONE-5 Monitored by the Seattle Fire Alarm Center. To be used by fire agency radio users who are outside the coverage of their normal Talk groups and inside the Zone 5 area also used for MA in the Zone 5 area.

- Talk Groups RCECC

| A1 & B1 - KCEOCCOM | C1 – ICALL | C8 – KCEVENT2 |
|---|---|---|
| A2 & B2 - KCEOCOPS | C2 – ITAC-1 | C9 – KCEVENT3 |
| A3 & B3 – KC EM Z1 | C3 – ITAC-2 | C10 – KCEVENT4 |
| A4 & B4 – KC EM Z3 | C4 – ITAC-3 | C11 – KCEVENT5 |
| A5 & B5 – KC EM Z5 | C5 – ITAC-4 | C12 – ALLGOV |
| A6 & B6 - CABINET | C6 – STATEOP3 | C13 – LOCGOV N |
| A7 & B7 - KCIT | C7 – KCEVENT1 | C14 – LOCGOV S |
| | | C15 – REBAND1 |

- **Amateur Radio Communications**
  During disasters, local police, fire, rescue, public, and other local radio and telephone systems can be overloaded, down, or do not have the capabilities to provide the emergency communications needed. Amateur radio operators will be utilized to re-establish vital communication links.
- Amateur radio communications systems located in the RCECC can provide backup and supplemental communications to all major hospitals, American Red Cross, many fire stations, several EOCs located in small cities and towns and other agencies throughout King County. Method of communications will primarily be voice using all appropriate

amateur radio frequencies, but also may include amateur packet radio (send/receive electronic data files), and amateur television as needs may dictate. Amateur high frequency communications will allow links to be established and maintained between regional and national partners and response agencies.

- Some emergencies or disasters will be of such a scale and duration that trained communications staff may be exhausted. In this case selected volunteers or staff from non-responding agencies will be trained in emergency communications procedures as determined by the RCECC.

- **Data Communications**
  - The transmission of digital information across local area networks, wide area networks, and connections to the internet.

- **Social Media**
  - See ESF 15 External Affairs describes the roles and responsibilities of King County government and our regional partners to inform the general public about the dangers associated with emergencies and how to mitigate the impact of those emergencies.

- **Warning**
  - ESF 15 External Affairs is the lead agency for developing county warning procedures utilizing existing capabilities.
  - ESF 15 External Affairs will utilize public safety answering points (E 9-1-1 dispatch centers) and other existing systems for the dissemination of information and warnings.
  - The Emergency Alert System (EAS) is the primary mechanism to disseminate life-saving information. The EAS provides local government a mechanism to issue emergency warnings through local broadcasters when the public must take immediate lifesaving actions.
    - The EAS transmits warnings initiated by federal, state and local authorities, relying on radio and television broadcaster to relay messages to the public. Broadcasters are not legally required to relay state or local warning messages, yet are required to relay presidential message initiated by the National Warning Center. Once the initial EAS warning is accomplished, the King County Joint Information Center/System will disseminate the additional life safety information through the media (see ESF 15 External and Public Affairs).
  - KIRO/KOMO TV are the local primary stations for EAS broadcasts. EAS messages are also relayed on all NOAA Weather Radio stations. All broadcasters monitor for original or relayed EAS messages, including from NOAA Weather Radio stations. However, unless the EAS message is the national EAN event code or the required monthly test, all other event codes such as Tornado, Tsunami or Volcano Warnings are voluntary for broadcasters to relay the EAS message over their air.
- ESF 15 External Affairs can also be used to warn King County citizens of actual or potential dangers. It is an integrated service that is used to notify a designated

geographic area of an emergency situation. It can be considered to be a reverse E 9-1-1 system. The service can call all landline telephone numbers in the 9-1-1 database (including TTY/TDD) (emergency alerts), all landline telephone numbers in the 'white pages' (community alerts), and cell phones and other devices (including TTY/TDD) through the 'opt-in' service for both emergency and community alerts. It will ring and call back until there is an actual "pickup" on the other end. The recorded and/or written message (compiled by the RCECC and/or JIC) will be transmitted over the phone or other device (including TTY/TDD). The message will include a brief situational report and emergency action steps for citizens to take.

- Door-to-door and megaphone emergency messages will also be used if appropriate. King County Search and Rescue groups may be requested to assist with such notification.
- Once the initial warning is accomplished, the task of keeping the public informed of the actions to take to prevent injury or property loss lies with the public information officer and the King County JIC/JIS.
- The National Warning System (NAWAS) is the primary system used by the federal and state government to disseminate warnings. These warnings are primarily weather related. Warnings may originate from a variety of agencies and are received at the Washington warning point at the WEMD located at Camp Murray. The state duty officer then disseminates the warnings to jurisdictional warning points. The RCECC is the primary warning point for King County.
- The National Oceanic and Atmospheric Administration (NOAA) all hazards radio system may also be used to disseminate specific warnings or emergency information. It is limited to those who monitor NOAA weather radio. Direct contact with NOAA in Seattle may be accomplished in times of emergency using CEMNET or amateur radio.
- National Weather Service Seattle also has permission to use the K7MMI repeater system throughout much of western Washington including King County. If there is a major disaster such as a big wind storm, flood, snow storm, earthquake, hazmat, or volcanic eruption, local hams will help operate the amateur radio workstation on the K7MMI system at 147.20 MHz and 146.980 MHz. http://www.k7mmi.net.
- Organizations that have their own communications system such as Puget Sound Energy may assist in supporting the emergency communications needs of the RCECC. Several school districts also maintain large fleets of radio equipped buses which could be used to assist in large-scale evacuation, should such become necessary. Commercial bus and other transportation companies with radio capabilities may also be used.
- RCECC will also maintain a variety of accessible systems for alert of high risk individuals (TTY/TTD etc.)
- **Mobile Command and Communications Vehicles**
- As part of RCECC's effort to provide improved communications and situational awareness when responding to and managing emergency incidents, RCECC maintains a mobile command and communications vehicles (MOCC/TAC) and assets.
- **Special Considerations**
- The outbreak of a contagious disease requiring quarantine and isolation or other actions will pose challenges unique to the contagion and the scope of the outbreak. The typical emergency response will not occur. The Seattle & King County Public Health Department, the lead agency in coordinating this type of response, may require

additional communications resources that are not routinely available. The RCECC will make provisions to provide local public health officials with basic radio communications equipment and training so their activities may be effectively coordinated with the RCECC.

- The Port of Seattle presents potential for chemical or radiological hazards and while physically located within the City of Seattle, any significant incident will affect surrounding jurisdictions. Special landline, radio links, data links, and other appropriate forms of emergency communications will be developed, maintained, and regularly tested with first responders and other agencies that have the potential of being impacted by such an incident. Those agencies include but are not limited to:
- Joint Information System
    - The Joint Information System and the Joint Information Center are voluntary and cooperative constructs that will be used to coordinate public messaging for emergencies in the county. All public and private organizations of King County are welcome to participate. When the RCECC has been staffed to Level 2 or higher, a public information presence will be available in the RCECC.

IV.    Concept of Operations
   A.  General
   Reliable communications and information system capabilities are necessary at all levels of government for day-to-day communications, warning of impending events, response and recovery operations, search and rescue operations, and coordination with other agencies.

   For day-to-day communication needs, each agency of county government will assess its needs and use in-house personnel to the extent they are available. Regional partners will manage their own day-to-day communication needs in a similar manner.

   When the communication needs, are greater than what the agency can provide due to resource constraints ESF 2 Communications will work with the agency to find additional resources.

B.  Organization

Organizational Structure - The incident command system has been adapted to use in the RCECC when staffed to level 2 or greater as a hybrid with the ESF model of this CEMP. See the organization chart below.

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                          │ Incident Manager │
                          └────────┬────────┘
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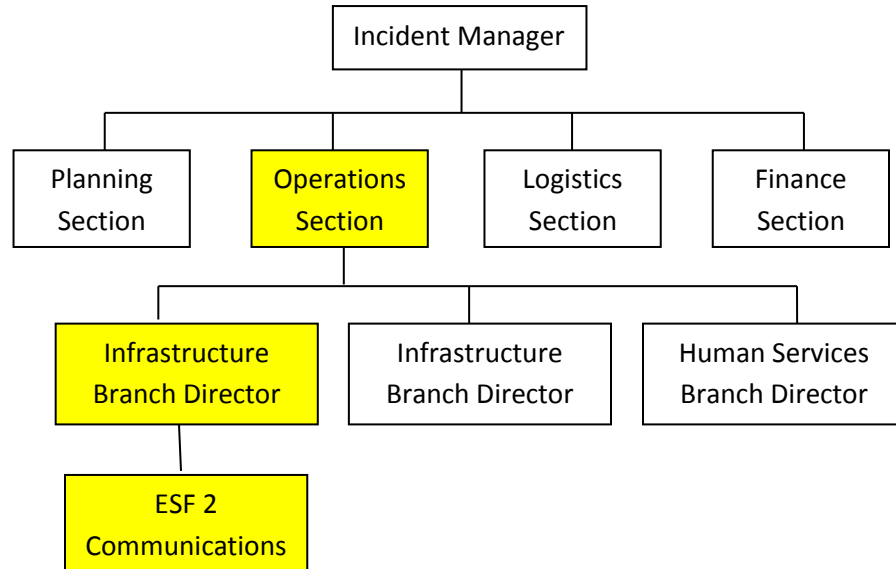
Figure 2: ESF 2 in the RCECC organization

C.  Procedures

Procedures for the staffing of the RCECC for an emergency are maintained by the Office of Emergency Management (OEM). The process usually begins with the OEM duty officer being notified. When the RCECC is at a level 2 the ESF #2 Coordinator will be notified by OEM. The ESF# 2 Coordinator will notify their management of the activation prior to reporting to the RCECC.

D.  Prevention and Mitigation

Prevention and Mitigation for the communications infrastructure is widely dispersed within the region. Each county, city, town, and tribal nation have their own Prevention and Mitigation plans for their jurisdiction.

E.  Preparedness Activities

Preparedness activity in communications includes the drafting of procedures, training on those procedures, and practice of those procedures as discrete drills and table top exercises or as part of integrated emergency exercises. Individual support agencies provide preparedness activities that vary with each agency.

1. Plans and Procedures
   Individual support agencies have their own plans and procedures that vary with each agency.
2. Training
   Organizations participate in tabletops, drills, and larger regional exercises that are conducted regularly.
3. Exercises, drills, and After Action Reports (AAR)/Improvement Plans
   Established tools and procedures are integrated into tabletops, drills, and larger regional exercises that are conducted regularly.
4. Equipment
   Most equipment used by communications is commonly available and used by the RCECC when it is activated. This may include: AM/FM radio monitoring, phones and cell phones, Internet access and email, AlertSense (MyStateUSA), and other communications tools. These platforms allow many agencies to contribute and collaborate from locations remote to the RCECC.

F. Response Activities

1.0 General

A. 24 hour Operations - The RCECC and ESF 2 maintain concurrent 12 hour operational periods for staffing patterns and cyclic activities for information sharing.
B. Continuity of Operations - KCIT, in coordination with Executive's Office, policy decisions will facilitate and respond to the reestablishment of communication systems of the county's continuity of operations (COOP) for essential government services.
C. Transition to Recovery - When response issues related to communications have been addressed, the emergency will transition to recovery. In some cases, the recovery "phase" of the incident may be very brief but may require the involvement of KCIT. The ESF 2 coordinator may be needed to coordinate the need for collection of damages to the communication infrastructure.
D. Coordination with the Planning Section and Communications Unit of Logistics – Information needed by ESF 2 Communications may be obtained from documents produced by the Planning Section/Situation Unit and from the Logistics section. Details may also be captured from the other branches within the Operations Section of the RCECC. In a similar manner, the ESF2 will also share information with command and general staff and the Situation Unit.

2.0 Direction, Control, and Coordination

State and county code provide specific emergency powers and authorities for the King County Executive, the local public health official, and the incident commanders of the first responders in the community.

The authority of the King County Executive is limited to his/her emergency powers, direction of the RCECC, coordination with other elected officials, direction of executive departments, and implementation of those authorities identified in the Regional Coordination Framework and the King County CEMP. For instance: the King County Executive may call for an evacuation of

some portion of King County but does not act as the incident commander implementing the evacuation.

The authority of the County Administrative Officer (CAO) in an emergency is limited to direction of the RCECC. The CAO may direct the RCECC to move to another location for safety of the staff, to maintain operational capabilities, or other reasons.

The authority of the King County Director of Emergency Management is limited to his/her roles as the Incident Manager in the RCECC. The King County Director of Emergency Management reports to the CAO.

The authority of a local Incident Commander is limited to those items identified in state and local codes for the implementation of public safety directives and the supervision and direction of employee and mutual aid first responders at the scene.

The purpose of ESF 2 and the designated ESF 2 Coordinator in the RCECC is to coordinate the efforts of incident commanders, elected officials, and the RCECC to reestablish the communications infrastructure.

3.0 Information Collection, Analysis, and Dissemination
The Planning Section in the emergency operations center or the emergency coordination center obtains information from the Planning Section at the incident scene in its association with the command post and incident commander. Sometimes, information obtained from the 911 center can provide a bigger picture where multiple locations are involved or jurisdictions may be responding. Information collection from the EOCs of the involved jurisdictions or organizations may be needed to assess the consequence issues of displaced persons, damages, or infrastructure impacts. The Planning Section of the RCECC performs most of the analysis and repackaging for distribution of situation reports and Snapshots to public entities. The ESF 15/Public Information unit or Joint Information Center may provide its own analysis and disseminate information to the general public. Agencies outside of county government may choose to retain their own planning sections and/or public information officers to perform similar tasks.

4.0 Communications
Emergency communications includes 911 (dispatch), 800 MHz radio communications, cell phones and wireless priority service, and mutual aid frequencies. Each agency maintains its own communications plans. In the staffed RCECC the communications section is part of the Infrastructure Section. Standard ICS forms are used for development of the tactical communications plan. The RCECC can monitor operational talk groups but is not currently authorized to use those groups. King County OEM talk groups including EOCCOM, EOCOPS, or the zone talk groups.

Communications on King County International Airport are conducted on 800 MHz talk group specific for the ARFF unit conduct of emergency operations. Airfield communications require patching communications with sheriff's deputies, Seattle and Tukwila fire and police units when these may be used on county airport property.

E.  Recovery Activities

The recovery process for communications is dispersed amongst the different agency needs and requirements. The ESF#2 Communications will coordinate the diverse recovery process.

**Primary Agencies for ESF 2**

King County Information Technology will:
- Provide an ESF#2 Communications coordinator for the RCECC
- Restore the Information Technology components supporting the King County Continuity of Operations Plan
- Notify emergency management and/or the King County OEM duty officer of emergencies
- Coordinate efforts to restore communication systems within the scope of the RCECC

**Support Agencies for ESF 2**

King County Office of Emergency Management will:
- See that the ESF 2 position in the RCECC is staffed when needed
- Maintain the RCECC, its equipment, and staff
- Establish, coordinate, and maintain mitigation, prevention, preparedness, response, and recovery activity within county government
- Coordinate and support regional emergency management activities
- Ensure staffing of King County Office of Emergency Management duty officer
- Lead and manage the King County RCECC in accordance with established procedures and protocols
- Advise and assist county officials on direction and control of emergency operations and act as liaison with appropriate organizations, as requested.
- Support situation awareness and logistics support for response and recovery activity
- Maintain, operate, coordinate, and recommend the appropriate use of public warning systems as it pertains to King County.
- Advise executive heads of political subdivisions within the county on direction and control of their emergency operations, and coordination with county operations and plans.
- Activate the RCECC at the request of an incident commander or elected official

King County OEM Duty Officer will:
- Staff the duty officer function as assigned for one week rotations
- Answer all calls for assistance and determine best action within 15 minutes
- Contact and brief the OEM Director or the OEM Director's Line of Success as needed
- Make recommendations for emergency actions
- Gather and record needed information for situation awareness
- Seek necessary resources for response and recovery when the RCECC is not staffed
- Obtain a state mission number and post as necessary
- Ensure knowledge of all RCECC communications equipment operations
- Record and report equipment malfunctions

- Post all required information to RIMS
- Announce and conduct the weekly radio check for the 800 MHz system
- Prepare or accept transition briefing with/for the incoming or outgoing duty officer
- Interact with the incident commander on an incident scene when necessary
- Initiate public warning through AlertSense (MyStateUSA) or the Emergency Alert System

King County RCECC will:
- Operate under a state mission number
- Have the primary location is at 3511 NE 2$^{nd}$ in Renton, Washington 98056
- Assign staff when the activity exceeds the ability of the duty officer to support
- Be staffed at the direction of the King County Executive, the County Administrative Officer, or the King County Director of Emergency Management
- Seek to obtain information to establish situation awareness and a common operating picture
- Seek to locate resources in support of first responders and public entities in King County
- Manage regional registration of emergent volunteers when necessary
- Operate within the operational period using the "Planning P"
- Seek to facilitate regional decision making for consequence management
- Seek to provide a location from which coordination can be conducted
- Gather damage and emergency cost information
- Manage regional communications between cities, tribal nations, and county operating centers
- Provide situation reports and snapshots to tribal nations, the State of Washington, and regional public and private sector partners
- Use the incident command system and ICS forms
- Maintain the communications and information management systems necessary to ensure situation awareness, decision making, and resource management
- Staff or obtain staff to support the needs of ESF 2
- Support JIC Operations and public information
- Transition back to duty officer and/or to recovery operations

King County Elections, Information Technology may:
- Restore the Information Technology components supporting the King County Continuity of Operations Plan
- Notify emergency management and/or the King County OEM duty officer of emergencies
- Assist in the efforts to restore communication systems within their agency

King County Prosecuting Attorney's Office, Information Technology may:
- Restore the Information Technology components supporting the King County Continuity of Operations Plan
- Notify emergency management and/or the King County OEM duty officer of emergencies
- Assist in the efforts to restore communication systems within their agency

King County Superior Courts, Information Technology may:

- Restore the Information Technology components supporting the King County Continuity of Operations Plan
- Notify emergency management and/or the King County OEM duty officer of emergencies
- Assist in the efforts to restore communication systems within their agency

King County District Courts, Information Technology may:
- Restore the Information Technology components supporting the King County Continuity of Operations Plan
- Notify emergency management and/or the King County OEM duty officer of emergencies
- Assist in the efforts to restore communication systems within their agency

King County Department of Judicial Administration, Information Technology may:
- Restore the Information Technology components supporting the King County Continuity of Operations Plan
- Notify emergency management and/or the King County OEM duty officer of emergencies
- Assist in the efforts to restore communication systems within their agency

King County Sheriff's Office, Information Technology may:
- Restore the Information Technology components supporting the King County Continuity of Operations Plan
- Notify emergency management and/or the King County OEM duty officer of emergencies
- Assist in the efforts to restore communication systems within their agency

King County Assessor's Office, Information Technology may:
- Restore the Information Technology components supporting the King County Continuity of Operations Plan
- Notify emergency management and/or the King County OEM duty officer of emergencies
- Assist in the efforts to restore communication systems within their agency

King County Department Public Defense, Information Technology may:
- Restore the Information Technology components supporting the King County Continuity of Operations Plan
- Notify emergency management and/or the King County OEM duty officer of emergencies
- Assist in the efforts to restore communication systems within their agency

King County Fire Districts and Municipal Fire Departments may:
- Restore the Information Technology components supporting their agencies Continuity of Operations Plan
- Notify emergency management and/or the King County OEM duty officer of emergencies
- Assist in the efforts to restore communication systems within their agency

King County Sheriff's Office and Municipal Police Departments may:
- Restore the Information Technology components supporting the King County Continuity of Operations Plan

- Notify emergency management and/or the King County OEM duty officer of emergencies
- Assist in the efforts to restore communication systems within their agency

King County Aircraft Rescue and Fire Fighting Unit may:
- Restore the Information Technology components supporting the King County Continuity of Operations Plan
- Notify emergency management and/or the King County OEM duty officer of emergencies
- Assist in the efforts to restore communication systems within their agency

Seattle and King County Public Health may:
- Restore the Information Technology components supporting the King County Continuity of Operations Plan
- Notify emergency management and/or the King County OEM duty officer of emergencies
- Assist in the efforts to restore communication systems within their agency

Regional Hospitals may:
- Restore the Information Technology components supporting the agencies Continuity of Operations Plan
- Notify emergency management and/or the King County OEM duty officer of emergencies
- Assist in the efforts to restore communication systems within their agency

Regional Schools may:
- Restore the Information Technology components supporting the agencies Continuity of Operations Plan
- Notify emergency management and/or the King County OEM duty officer of emergencies
- Assist in the efforts to restore communication systems within their agency

Cellular and Telephone Companies may:
- Restore the Information Technology components supporting the agencies Continuity of Operations Plan
- Notify emergency management and/or the King County OEM duty officer of emergencies
- Assist in the efforts to restore communication systems within their agency

National Weather Service may:
- Provide information before, during, and after significant hydro meteorological, oceanographic, or geological event

Radio Amateurs for Civil Emergency Services/Amateur Radio Emergency Services may:
- Monitor established disaster frequencies
- Provide assistance in transmitting communication material

Public Safety Answering Points (E 9-1-1 Dispatch Centers) may:
- Dispatch first responders in response to 911 calls and incident commander needs

Regional Broadcasters may:
- Provide Emergency Alert System broadcasts
- May provide access to the public of lifesaving, public safety and emergency announcements

Local Cities, towns and Tribal Nations may:
- Restore the Information Technology components supporting the agencies Continuity of Operations Plan
- Notify emergency management and/or the King County OEM duty officer of emergencies
- Assist in the efforts to restore communication systems within their agency

Valley Communications may:
- Dispatch first responders in response to 911 calls and incident commander needs

NORCOM may:
- Dispatch first responders in response to 911 calls and incident commander needs

## V. Authorities and References

PL 110-325 - Title 42 Chapter 126Americans with Disabilities Act -ADA (1990) as amended: http://www.ada.gov/pubs/ada.htm
"No covered entity shall discriminate against a qualified individual on the basis of disability in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment." The act has been extended to consider delivery of public services and access to locations and information.

National Incident Management System (updated 2013): http://www.fema.gov/national-incident-management-system
"The National Incident Management System (NIMS) identifies concepts and principles that answer how to manage emergencies from preparedness to recovery regardless of their cause, size, location or complexity. NIMS provides a consistent, nationwide approach and vocabulary for multiple agencies or jurisdictions to work together to build, sustain and deliver the core capabilities needed to achieve a secure and resilient nation."

Presidential (Policy) Decision Directive 5 (2003) as amended: http://www.fas.org/irp/offdocs/nspd/hspd-5.html
Summary: The purpose of this PDD is "to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system." The key elements that are provided by this Presidential Decision Directive include: policy provisions, tasking provisions and amendments to previous Presidential Decision Directives.

Presidential (Policy) Decision Directive 8 (2011) as amended: http://www.dhs.gov/presidential-policy-directive-8-national-preparedness
"This directive is aimed at strengthening the security and resilience of the United States through systematic preparation for the threats that pose the greatest risk to the security of the Nation, including acts of terrorism, cyber-attacks, pandemics, and catastrophic natural disasters. Our national preparedness is the shared responsibility of all levels of government, the private and nonprofit sectors, and individual citizens. Everyone can contribute to safeguarding the Nation from harm. As such, while this directive is intended to galvanize action by the Federal

Government, it is also aimed at facilitating an integrated, all-of-Nation, capabilities-based approach to preparedness."

PL 104-321 National Emergency Management Assistance Compact (1996) as amended:
https://bulk.resource.org/gpo.gov/laws/104/publ321.104.pdf
''The purpose of this compact is to provide for mutual assistance between the states entering into this compact in managing any emergency disaster that is duly proclaimed by the Governor of the affected state, whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency, or enemy attack."

King County Omnibus Legal and Financial Agreement (2006) as amended:
Summary: The Omnibus Legal and Financial Agreement is a mutual aid document that includes resource sharing perimeters for the public, tribal, non-governmental, and private sector partners that are signatory to the document. *The document is currently under review.*

King County Code 2.56 Emergency Management (updated 2013):
http://www.kingcounty.gov/council/legislation/kc_code/05_Title_2.aspx
Purpose: "Because of the existing and increasing possibility of emergencies which exceed local resources, in order to ensure that the preparations of King County are adequate to deal with such emergencies, to ensure adequate support for search and rescue operations, to manage recovery from such emergencies, to generally protect the public peace, health and safety, and to preserve the lives and property of the people of the county….."

## VI.    Terms Definitions and Acronyms

KCIT – King County Information Technology
ESF – Emergency Support Function
RCECC – Regional Communications and Emergency Coordination Center
COOP – Continuity of Operations Plan
ICS – Incident Command System
NIMS - National Incident Management System
FEMA - Federal Emergency Management Agency
CEMP – Comprehensive Emergency Management Plan
ARES - Amateur Radio Emergency Services
ESAR - Explorer Search and Rescue
CAP - Civil Air Patrol
MARS - Military Affiliated Radio System
POTS - Plain Old Telephone Service
GETS – Government Emergency Telecommunication Services
WPS – Wireless Priority Service

Agency Approval _____    Date Approved _6/11/2014_